

**CONFIDENTIAL**

13 February 1957

MEMORANDUM FOR: Chief, Operations School

FROM : Assistant for Headquarters Training

SUBJECT : Weekly Activities Report No. 7  
6 through 12 February 1957

I. SIGNIFICANT ITEMS

Nothing to report.

II. OTHER ITEMS

a. Plans

1. On 12 February 1957, Messrs. [REDACTED] met with [REDACTED] of the A & E Staff to discuss problems of evaluations in the Counterespionage Operations Course. It was decided that a member of [REDACTED] staff attend portions of the next CEO course to familiarize himself with these problems and to suggest improvements in present practices.

2. The full subscription to CEO No. 8 (see Courses) resulted in an additional 37 applicants for CEO No. 9 and No. 10. This completely fills attendance at the CEO course through 31 May 1957 with a remaining subscription of 7 students. It is anticipated that additional applicants will be registered before the end of May. To meet this demand, the CEO instructors are proposing an additional running of the course by decreasing the three weeks break between courses to one week and, if the demand slackens, to postpone CEO No. 12 which is scheduled for 5 through 23 August 1957. It is felt this can be done since annual and military leave during this period is heaviest. A memorandum outlining this proposal has been forwarded.

3. On 6 February, [REDACTED] attended the DD/P Training Officer's meeting to present OTR's plans, as approved by Chief, Operations, DD/P, for training in cable writing. A memorandum detailing these plans was left with these Officers so that immediate steps could be taken to coordinate this program within the Clandestine Services. [REDACTED] also announced plans for a new CE Familiarization course and gave a progress report on the IRRR Course.

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4. On 8 February 1957, Messrs. [REDACTED] met with Mr. [REDACTED] at his request, to explain what we are offering in reports training. Mr. [REDACTED] recently returned from the field, and is now the Deputy to Mr. [REDACTED], the TSS Training Officer.

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b. Courses

1. CEO No. 8 will begin on 18 February 1957 with a maximum enrollment of fifteen.

2. The reports element of Information Reporting, Reports, and Requirements commenced on 8 February on a part-time basis with an enrollment of eight students. The students, attending each afternoon for the next two weeks, will be processing reports under the direction of instructors. Talk on theory is being held to a minimum. For the most part, the students have working assignments assisting persons responsible for reports editing.

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At present three case officers (two from FE and one from NEA) are taking IRRR instruction on a tutorial basis. Mrs. [REDACTED] completed a tutorial week on 8 February in addition to the regular course.

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3. On 8 February 1957, fifty-two students completed the Clandestine Services Review Course No. 15. All expressed their appreciation to OTR for the opportunity to hear from such senior people. Although the students' average EOD date was March 1949, many of them had been in the field so long that they were totally unaware of the present Agency organization. In the critique conducted by [REDACTED] acting Chief Instructor, most bouquets for worthwhile presentations were thrown at Mr. Amory, [REDACTED] and Mr. Baird, but many other speakers were also highly praised. A request was made by one of the students and seconded by the class that future runnings include a talk on the principal DCI problems, particularly as they relate to the Clandestine Services. (Previous CSR courses did include a lecture of this nature by Mr. [REDACTED])

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Several administrative suggestions were also made and will be discussed in detail in the course report to be submitted this week.

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### III. Personnel

25X1A9a a. On 11 February 1957 Mr. [REDACTED] and Chief, Operations School interviewed Miss [REDACTED] of the WE-[REDACTED] DD/P as a possible FP instructor to assist Mr. [REDACTED]

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25X1A9a b. [REDACTED] is on sick leave for the next two weeks while undergoing a series of medical tests at Walter Reed Hospital.

25X1A9a c. Mr. [REDACTED] is out on sick leave, Mr. [REDACTED] returned today from 2 days sick leave and Miss [REDACTED] is on duty after sick leave at the beginning of the week.

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25X1A9a d. Mrs. [REDACTED] is on annual leave through Wednesday, 13 February.



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